STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
September 18, 2002

ATTENDEES:

Jill Hansen	Cindy Renick	Jan Grecian
Brenda Berhorst	Jim Roggero	Barb Kisso
Gerry Wethington	Cathy Reinkemeyer	James Meng
Rex Peterson	Ron Thomas	Steve Adams
Ted MacDonald	Dean Williams	Rich Beckwith
Paul Wright	Tim Dwyer	Kevin Engelbrecht
Kim Potzmann	Christina Acree	Carl Medley
Gina Hodges	Scott Peters	Kay Dinolfo
Dennis Bax	Don Lloyd	Jeff Falter
Jearl Reagan	Tom Smith	Mary Willingham
Gail Wekenborg		

PRESENTATION

Distance Learning -- LTC Tom Smith
LTC Tom Smith gave a briefly discussed and gave a power point presentation on the Distance Learning program and their cost avoidance model. James May presented the cost avoidance model and explained (www.moguard.com/cost_avoidance).

ACTION ITEMS

1.   Approval of the July 31, 2001, Information Technology Advisory Board Meeting Minutes

Motion to approve was made by Gina Hodges and seconded by Tom Smith.

        Approval of the August 23, 2001, Information Technology Advisory Board Meeting Minutes

Motion to approve was made by Jim Roggero and seconded by Mary Willingham.

GENERAL BUSINESS

1.   CIO Update (Gerry Wethington)

Detail Maintenance and Budget Review - Gerry discussed PC maintenance and support detail budget review.   He is putting together a two to three page document and hopes to have it at the next meeting. This document would cover what the objectives are, the current conditions throughout the state, and the constraints being faced. The proposal would be the best practices and methodology. This is a complex issue, there are a number of variables, we don't have the empirical data and we have to define the methodology before we can put bottom line dollars on this.

Commercial One Stop - Gerry does not feel there will be any funding on Commercial One Stop but it could open the door for some funding later on. James VanWerth, the senior policy advisor for the Small Business Administration, has talked to Gerry. They want to use Missouri as a pilot, using our registering a business and starting a business, automating a form for these two programs. They will provide a contractor and they will pay for expenses that are incurred. With this, they will build a model for other states to use.

PC Volume Purchases - Gerry's office is continuing to work on business requirements and working on putting this on their web site. OIT's office is working with the Division of Purchasing and World Wide, there may also be something on their web site where we will be providing the specifications. Gerry's office will continue to send emails to departments as they become aware of opportunities for purchasing PC as a lower cost. Gerry again asked ITAB members to let him know of any negations on prices or large purchases of PCs, he will email this information to others and keep everyone aware of what is going on.

E-Government - Gerry's office is holding discussion with legal counsels in the Department of Revenue and the Governor's Office about funding streams and how we approach this. Gerry feels we will end up with a series or public/private partnerships and public/public partnerships between state agencies that would give us some funding opportunities. Our attention will be focused in the area of government standards. What qualifies you to be in "Show me how to" vs. "Show me where to go." Do we still have common look and feels or is it agency orientated? Gerry will continue working with the data dictionary and the Business to Business RFP.

Service Center in St. Louis - Occupancy is November 6 or 7. Gerry will send a letter to the department director of those agencies who are affected asking for their commitment to continue with this type of activity as we continue to go forward. Gerry feels this will not save us a significant amount of money but as we build and share the infrastructure we could see some dollar savings.

HIPAA - Gerry feels the department directors and managers are now aware of HIPAA. A recent meeting was held with Social Services, Mental Health, Office of Administration, State Courts, Health and Senior Services, OIT, and Governor's Office, with good results and another meeting being scheduled in the near future. HIPAA is on the agenda for the cabinet meeting for October. Several agencies have filed for an extension. Mental Health is creating a CD that will have the presentation on it along with an assessment tool that will allow you to run a quick assessment to determine whether or not you are covered. OIT's office will be asking every agency to complete a declaration of coverage that says "Yes I am" or "No I am not" covered. NGA is hosting a HIPAA summit on October 23 and 24 in Washington D.C. and Gerry will be attending.

Jim Roggero indicated that a "special" invitation (possibly by the Lt. Governor) will be sent to the department directors regarding the next HIPAA meeting.

Executive Orders - Piracy software executive order is complete. There are a couple of deadlines that OIT is going to start working on. Two Executive Orders were issued on homeland security. One order re-established Homeland Security as a cabinet level position and the second order established a security commission and the State CIO is listed as a member of that security commission. This should influence some of the activities of the executive security committee. There was some concern that the executive order did not reference cyber security specifically but security in general. The business model that Tim Daniels is using has cyber security covered under the info-structure protection arena.

Homeland Security - Highway Security Exchange Software is very heavily used at the Federal level. The Federal Government and Homeland Security are very interested in this software product. This is pursuing two projects one involves multi-state collaboration for collection of incident data or intelligence data and forwarding it to the White House Communication Center. The other project involves the collection and the commingling of state data, in this case the State of Missouri, we would talk about MOSTPIN (Missouri State Police Intelligence Network), systems at the National Guard, systems at SEMA, the Missouri Uniform Law Enforcement system and others. Two proposals have been put together and forwarded on to D.C. to Senator Carnahan office. One is 1.2 million dollars to help fund infrastructure cost and software, the other one is for 7 million dollars. The total is 8.2 million dollars.

Accessibility Standards - This is still a "work in progress" but the standards are on the members only web site. Gerry has sent a copy to June Doughty for her review, and has asked her to give concurrence with the publication of these standard, that the OITs office has complied with their obligations under Chapter 191. Also, when you look at the standards and talk about contract language, there is question that it may infringe upon Chapter 34 purchasing requirements, where lowest and best procurements are discussed. Will we be able to continue to procure on "lowest and best" or whether we have to procure base on most accessible. Gerry feels we can stay with lowest and best because of a statement in the statute that talks about "un-do burden" on the state. Gerry has ask June Doughty for her opinion on this matter. Gerry will bring the material to the October ITAB for review and approval from ITAB members.

Project Oversight - Gerry feel we are struggling with what project oversight is and that there are multiple faces to project oversight When there are Information Technology Projects that are funded, Budget and Planning indicates that 4 percent of that cost is set aside for project oversight and you can only use that for project oversight and you

have to do it through the Office of Technology. Gerry feels this project oversight program is different than the day to day activities of project oversight as folded into the project management. On occasion, Gerry is asked by agencies to come in and do external project oversight. Gerry needs a project oversight methodology that is separate and apart from what ITAB members are doing.

Jim Roggero indicated that this topic came up at a chairman's meeting. Jim indicated this should be built in project planning, however, there is an oversight responsibility that is normally governed by an outside agency on big projects.

OIT Strategic Plan - Copy of the plan was distributed to ITAB members. MRI office feels this is a good document. In the future, Gerry encouraged everyone to participate.

Application Development Group/.NET - Gerry wants this group to continue. As the .NET and Web Sphere groups talk, how do we facilitate this and make this a part of architecture? Bob Meinhardt will take this whole issue back to the ARC and to the ATC to try and figure out how to make it happen and to facilitate it.

2. **Miscellaneous Items (Jill Hansen)**

Nominating committee did meet. Elections will be held at the ITAB meeting in November.

3. **Architecture Review Committee Update (Jim Weber/Bob Meinhardt)** - There is a meeting on September 24 with the ARC. New version 1.1 will be out on the web site. Bob will conduct Architecture 101. Week of Sept 30, vender demo's will be conducted. Week of October 14, the second education will be conducted. Towards the end of October, they anticipate another release of the manual.

4. **Distance Learning Update (LTC Tom Smith)** - Presentation of Distance Learning

5. **Project Management Committee Update (Jim Roggero/Tom Stokes)** - Jim Roggero indicated Form 5's would be sparse this year. The committee needs more guidance and a meeting has been scheduled for September 30.

6. **Performance Measures (Cliff Gronauer/Tom Stokes)** - Committee did not meet.

7. **Total Cost of Ownership (Dennis Bax/Jan Grecian)** - Dennis feels this is at a critical point discussed the concerns of risk analysis; Dennis is putting together a list for the September 30 meeting in order to proceed with risk analysis. They need to streamline objective codes for consistency to incorporate into MOVAP program. Jim Roggero will send a paper copy of issues out before next meeting.

8. **Risk Management (Scott Peters/Tom Stokes)** - Committee did meet and communicating with TCO. Scott Peters is working to redo the risk management manual to have the same look and feel as project oversight.

9. **Project Oversight (Bob Ordway/Gary Lyndaker/Debbie Tedeschi)** - No report

10. **Internet/MOREnet Update (Toney Wenhing)** - Continuing to work with Gail about power outage. Gerry indicated everyone should be aware of legislative oversight with MOREnet.

11. **Statewide Purchasing Update (Gary Eggen/Karen Boeger)** - Gary distributed the contract log. Prime Vendor will be out this week. Network product bid was awarded to IBM.

12. Personnel Committee Update (Chris Wilkerson/Jan Grecian) - Final draft of Personnel Charter will be distributed by email to ITAB members by the October ITAB meeting. Chris will be talking to the security Committee

13. MOTEC Update (Jim Weber/Paul Wright) - FY02 annual report is now on the MOTEC Web site. Numbers are up from Sept to Oct

14. Security Committee Update (Rex Peterson/Bob Meinhardt) - Have not met since last meeting but will meet tomorrow, September 19.

15. Technoloogy Services Update (Gail Wekenborg) - Gail announced the Network Transport bid has been awarded to Southwestern Bell Communications. Bell needs to locate their facilities in Jefferson City. Brian Beckman will be contacting members. Volume agreement will give us a basic discount. Three hundred relay circuits were committed to this. Technology Services is preparing a recast for voice services and asking for one rate statewide. The data center will have a steering committee meeting September 26. Gail discussed the power outage in Jefferson City at the Truman Building on September 14 and 15. Gail indicated that they are trying to get funding for additional generator. OA Commissioner is supporting this solution.

16. HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt) - Did not meet and are waiting until after next directors meeting.

17. SA M II Data Warehouse User Group Update (Mary Willingham/Debbie Tedeschi) - Did not meet. User group is meeting on Sept 19.

18. Privacy Committee (Scott Peters/Bob Meinhardt) - No report

19. Mentoring (Tim Dwyer/Jan Grecian) - No report

OPEN DISCUSSION

Kay Dinolfo reported the DMD group has updated their guidelines and expanded on accessibility guidelines. They have also redone their web site

Jearl Reagan is meeting with Missouri Employer Council in January regarding required posters that are displayed due to state and federal regulations and the acquisition of those through state agencies. There are companies in Missouri that are making money selling posters that the State gives away at no cost. Gerry asked Jearl to look at an article out of the Progress and Freedom Foundation. If members have any questions, they are to talk to Jearl.

Rich Beckwith indicated that James Brockman with Economic Development is now the chair of the visual basic user group. They have thought of renaming the group to reflect a broader base.

REVIEW OF ACTION ITEMS
- Need to review the accessibility standards on the OIT's members only web site. Gerry will present standards at the October ITAB Meeting for approoval.
- Project Management discussion at the all day meeting and how we will proceed with this.
- Presentation of object codes.

NEXT MEETING

1.   The next ITAB Meeting is an all day meeting, scheduled for **October 23, 2002 at the Kirkpatrick State Information Center in the Interpretive Center, 600 W. Main St., Jefferson City.**

JH/bdb

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Representatives of the news media may obtain copies of this notice by contacting:

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